

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : ORR/Chief Geographic

DATE: 5 March 58

FROM : OCh/G/RR/Information Control *lga*

SUBJECT: Report for the month of February 1958

The processing of material by the domestic desk of registry continued quite high during the month. 1,205 requests were serviced for D/GL/Reference and more than 60,000 items were wrapped and prepared for transmittal to D-1. 2,400 items were processed in connection with the ATMP.

The foreign desk of this unit did better than an average month's production. Material from 285 packages, received from overseas sources, was processed. 225 packages were wrapped and prepared for transmittal and 3,617 items were processed and sent to US agencies in connection with the map exchange program. 30 Geographic Attache letters were received and logged in connection with this program.

The number of reproduction requests handled for D/GL was somewhat less than last month, but is still above the average. D/GC had another banner month in the production of new maps, revisions and reruns. This high production along with our taking on the responsibility for making automatic distribution on all NIS bases is causing some concern here.

The overall flow of documents for the month is about the same as for January, except that we are being required to share a greater number of documents with other components of the agency. This is causing some gnashing of teeth by the analyst who very often recognizes the substance of the document as being basically his responsibility. These shared copies are more time consuming to handle for the analyst and in this office than is the retention copy items.

There is no serious backlog in the processing of documents at this time. However, we were still plagued with absenteeism during the month and some backlog did develop in the overall work of the unit.

We have instituted a system for controlling classified material to be sent VIA Department of State couriers and progress is being made in developing a system for better controlling all classified material that is sent out from the Auditorium.